

SECRET

REGULATION
NO.

R -
MANAGEMENT PROGRAMS
Draft 7-15-55

25X1

RECORDS MANAGEMENT

Reversion: CIA Regulation No.

25X1

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1. GENERAL

This regulation provides for a continuing Agency Records Management Program to control and improve records from their creation or receipt to their disposition. It is based on the Federal Records Act of 1950 and other applicable statutes and regulations.

2. DEFINITIONS

- a. Record Material. All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by the Agency in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by the Agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities or because of the informational value of data contained therein.
- b. Nonrecord Material. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents.
- c. Vital Materials. Those specific items and documents in possession of the Agency which are essential to its current operations and which, if destroyed, would constitute a serious or irreplaceable loss.

2-5. SCOPE AND POLICIES

- a. All components of the Agency in headquarters and at domestic and overseas installations, except operational projects of the Deputy Director (Plans), are subject to this regulation.

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3 Policies

~~4~~ The Agency Records Management Program shall be administered on a decentralized basis through area programs governed by the following policies ~~and practices~~:

(1) Records shall be made and preserved to provide adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency. Such records shall be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the Agency's activities.

(2) Measures shall ^{AND MAINTAINED} be taken to ensure that essential records are created ~~only~~ by the most efficient and economical methods, and that the creation of nonessential records is prevented. ~~The techniques to be applied in the area include controlling and improving forms, reports, and correspondence.~~

(3) Provision shall be made for the efficient and economical maintenance and use of current records through analysis, standardization and improvement of record systems, equipment, and supplies.

3 ~~(4)~~ ^{Records essential to emergency operation of the agency are currently deposited at the} Vital materials shall be identified and deposited ^{according to schedule in the Agency repository.} ~~to schedule in the Agency repository.~~ ^{note,}

(5) Microfilming projects shall be reviewed to ensure validity of purpose and maximum equipment utilization.

4 (6) The Agency Records Center shall serve as the sole facility for storing, processing, and servicing Agency records, including Top Secret, which are no longer used or are infrequently needed in the conduct of current business. The Center will also serve as the Agency archival facility.

5 ^{Records control schedule shall be developed to identify & preserve} (b) Records of permanent value shall be identified and preserved. ^{to provide for the scheduled removal of} Noncurrent records shall be scheduled for removal from office space and filing equipment to economical Records Center storage. Records of temporary value shall be identified and scheduled for legal destruction according to their retention values. ^{and to provide for the scheduled destruction of}

(8) No record shall be destroyed or removed from Agency custody except as provided for by an Agency records control schedule and/or a records disposal authority obtained from Congress.

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4. RESPONSIBILITIES

a. The Chief, Management Staff, is responsible for:

- (1) Directing and coordinating the Agency Records Management Program by providing basic plans, policies, and procedures, and staff guidance for their application to area programs. *the following*
- (2) Reviewing and approving:
 - (a) Requests for microfilm equipment, supplies and services.
 - (b) Requests for nonstandard filing equipment and supplies.
 - (c) Requests for nonstocked stenographic and typing equipment and supplies.
 - (d) Agency records control schedules.
- 2 (X) (3) Providing forms analysis and design services including the approval of new or revised forms and requests for reprints.
- ✓ (4) Serving as the Agency Records Officer and Archivist.
- (5) Technically supervising Records Center operations. *VM repository*
- (6) Maintaining Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations, on all records management matters, including obtaining Congressional authorizations for the retention and disposal of records.
- (7) Conducting operational audits of area programs to promote their effectiveness.

b. The Deputy Director (Plans), (Intelligence), and (Support) or their designees are responsible for:

- (1) Establishing and maintaining area programs to meet the requirements of this Regulation.
- (2) Rendering such reports as may be required.
- (3) Designating in writing to the Chief, Management Staff, the individuals who will be responsible for administering area records management programs.

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